

**Elizabeth City-Pasquotank Public Schools
Elizabeth City, North Carolina**

VACANCY ANNOUNCEMENT

POSITION AVAILABLE
Director of Child Nutrition
(Full-time, Permanent, 12-Month Position)

ANNOUNCEMENT CLOSING – AVAILABILITY
DATE POSTED: February 23, 2015 – **POSITION AVAILABLE:** July 1, 2015

SCHOOL/SITE INFORMATION
Central Office - Administration

QUALIFICATIONS

Requires a four year degree in Foods & Nutrition, Business Administration, Public Administration, Institutional Management, Family and Consumer Science, or related field with five years of experience in food service in a commercial or institutional setting

Two years of experience at the management or administrative level, or an equivalent combination of education and experience

SALARY INFORMATION

\$3,363.75 - \$5,912.87
(Based on experience)
Plus Local Supplement

APPLICATION PROCESS

Please visit our website at www.ecpps.k12.nc.us to complete the on-line application and forms necessary to apply for employment with ECPPS. If you are unable to apply on-line, please contact us for assistance. We are always available to assist with the application process.

*CURRENT EMPLOYEES INTERESTED IN THIS POSITION MUST CONTACT THE
HUMAN RESOURCES DEPARTMENT*

CONTACT US

Human Resources Department
Elizabeth City-Pasquotank Public Schools
1200 S. Halstead Blvd./PO Box 2247
Elizabeth City, NC 27906-2247
Phone: (252)335-2981 Fax: (252)335-0974
www.ecpps.k12.nc.us

EOE - The Elizabeth City-Pasquotank Public School District does not discriminate against any person on the basis of race, sex, pregnancy, color, national origin, religion, citizenship status, age, or disability in any of its educational programs or activities.

JOB DESCRIPTION

Job Title: Director of Child Nutrition IV
Reports To: Assistant Superintendent
Salary Range: State Salary Schedule Grade 72
(\$3,363.75-\$5,912.87)
Based on Experience
Local Supplement
Full-Time 12 Months
Start Date: July 1, 2015

MINIMUM TRAINING AND EXPERIENCE

Requires a degree from a four-year college or university in foods and nutrition, business administration, public administration, institutional management, Family and Consumer Science, or related field with at least five years of experience in food service in a commercial or institutional setting and two years of experience at the management or administrative level, or an equivalent combination of education and experience.

RESPONSIBILITIES

The Director of Child Nutrition is responsible for the administration of the food service program for the entire school system. Their work is guided through the interpretation of state and federal regulations and a variety of local operational and financial policies and procedures established by the US Department of Agriculture and the NC Department of Public Instruction. Exercises considerable discretionary judgment and analysis in the resolution of problems. The Director works under general direction from the Assistant Superintendent. The Director of Child Nutrition supervises all levels of child nutrition employees including child nutrition supervisors, bookkeeper, data entry/inventory control clerk, school site managers, cashiers, child nutrition assistants and other child nutrition personnel.

SPECIFIC DUTIES AND RESPONSIBILITIES

Personnel Management

- Prepares job descriptions
- Interviews candidates for employment
- Makes hiring decisions on behalf of the LEA
- Prepares required document for personnel decisions
- Supervises personnel within the Child Nutrition Program
- Develops/Implements employee performance management system
- Maintains appropriate personnel records
- Conducts appropriate staff meetings
- Determines staff training/development needs
- Develops/Implements appropriate staff training and development
- Establishes staffing formula for schools to ensure optimal productivity

- Balances labor and food costs to promote operational success

Financial Management and Recordkeeping/Reporting

- Projects annual operating budget and manages the budget on a monthly basis
- Develops, implements and monitors internal controls to ensure financial accountability and program integrity
- Establishes inventory management and control systems
- Projects operating costs based on meal equivalents
- Projects revenues and expenditures
- Prepares justification for budget requests
- Recommends meal and a la carte sales prices
- Tracks revenues and expenditures by object codes
- Implements and monitors a reliable system of cash management
- Oversees payment of invoices in an accurate and timely manner
- Maintains fixed asset inventory
- Prepares required reports
- Retains appropriate financial and participation records

Purchasing and Contracting

- Develops and revises (as needed) the district's Child Nutrition Program procurement plan and ensures the plan is consistent with Federal, State and local procurement regulations and policies
- Develops and submits product bid specifications for all foods and supplies to prospective vendors
- Evaluates bids and product quality prior to awarding contracts
- Recommends vendors to receive product contracts
- Monitors the Terms and Conditions of the contracts to ensure Contractor compliance
- Oversees testing of products
- Develops and submits Requests for Proposals for non-food items including equipment, technology/software and services
- Conducts competitive negotiations with potential vendors as needed
- Enforces the districts Procurement Code of Ethics to ensure integrity in the procurement process and prevent potential conflicts of interest

Food Production and Service

- Establishes, implements, and evaluates policies and procedures for quality standards and quantity control
- Provides leadership in developing recipes following USDA guidelines
- Ensures production records are completed accurately each day in each school within the district
- Plans menus for breakfast, lunch, snack, summer and catering programs
- Ensures meals and/or snacks served to students meet USDA requirements
- Establishes quality control procedures to ensure high quality school meals program
- Plans/oversees special events catering

Compliance

- Implements free/reduced price meal program in a manner that protects and preserves the civil rights of all students
- Ensures an accurate meal counting/claiming system throughout the district
- Ensures compliance with Federal laws, State General Statutes, policies of the NC State Board of Education and policies of the local Board of Education
- Develops, implements and monitors the district's mandated HACCP Plan and ensures each school is inspected at least quarterly by the local Department of Health
- Contributes to the nutrition education components of the district's local wellness policy
- Serves as part of the district's Coordinated School Health Team
- Conducts routine on-site reviews of all facilities operated by the districts
- Implements Corrective Action when needed to address any deficiencies identified within the district's Child Nutrition Program
- Monitors the district's Agreement with the NC Department of Public Instruction/State Board of Education to ensure the district is in compliance with the provisions of the legally-binding Agreement
- Monitors the district's use of Federal funds to ensure they are used only for allowable purposes

Equipment/Facility Management

- Evaluates and projects facility and equipment needs for the Child Nutrition Program
- Coordinates maintenance and repair of equipment and facilities with internal and external sources Conducts follow-up on completed repairs and maintenance

Marketing and Public Relations

- Develops social marketing plans to involve students, parents, school personnel and community partners in the district's Child Nutrition Program
- Seeks and responds to student, parent, media, community and other concerns
- Maintains relationships with community agencies and collaborates to achieve mutual goals
- Prepares appropriate newsletters, news releases, and brochures to inform, involve and engage the community in various Child Nutrition initiatives